

# Office of the State Public Defender

## Administrative Policies

Subject: <b>Required Reporting</b>	Policy No.: <b>210</b>
Title: <b>47</b>	Pages: <b>2</b>
Section: <b>1-105(3) and 1-119(3)</b>	Last Review Date: <b>11-30-17</b>
Effective Date: <b>6-20-07</b>	Revision Date: <b>12-7-17</b>

### 1.0 POLICY

The Office of the State Public Defender (OPD) will use information technology and caseload management systems to ensure that detailed expenditure and caseload data are accurately collected, recorded, and reported.

### 2.0 PURPOSE

**2.1** As an agency of the State of Montana, OPD is accountable to the legislature for the funds it receives. The agency is statutorily required to report to the legislature annually, and must ensure that reported data is accurate.

**2.2** Indigent Montanans may be required to pay costs of assigned counsel per 46-8-113 MCA. The agency must be able to track and assign individual costs to individual cases that go to trial. Attorneys are required to accurately keep and record information for those cases.

### 3.0 PROCEDURE

#### 3.1 Detailed Case Reporting

Case counts, case duration and other statutorily mandated reports are based on information entered in the case management program.

#### 3.2 Detailed Expenditure Data

Detailed expenditure information will be collected for all cases. OPD currently uses the Statewide Accounting, Budgeting and Human Resource System (SABHRS) to record all accounts payable, accounts receivable, general ledger and payroll transactions.

##### 3.2.1 Direct Costs

All cases are assigned a case ID number, and all direct payments associated with a particular case (i.e., contract attorney costs, other professional fees, photocopy charges, travel costs, etc.) are processed through SABHRS using the case ID number.

### **3.2.2 FTE Costs**

Each state-employed public defender is responsible for daily timekeeping in the case management system by case type and court.

Attorneys may report time worked on individual cases. Attorneys must report time spent in preparation for trial on individual cases, in the event a court orders reimbursement of the costs of court-appointed counsel.

### **3.3 Data Integrity**

Data will be audited and certified per Policy 215, Case Management Program.

## **4 CROSS REFERENCES**

Policy 215, Case Management Program  
47-1-105(3)  
47-1-119(3)  
46-8-113 MCA

## **5 CLOSING**

Questions about this policy should be directed to:

Office of the State Public Defender  
Central Services Division  
44 West Park  
Butte, MT 59701  
Phone 406-496-6080